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## Lean & Environment Su port

Contract: EP-W-10-002, Work Assignment: 0-4

## **Summary Information**

Title: Lean & Environment Support

Period of Performance: From: 03/11/10 To: 11/18/10

Award Date: 03/11/10

Total Funding:

## **Procurement Management Roles**

WORK ASSIGNMENT MANAGER:

U.S. E.P.A. Attn: CHRISTOPHER REED 1200 PENNSYLVANIA AVE, NW WASHINGTON, DC 20460

Mail Code: 1807T

Phone Number: 202-566-0606

Fax Number:

E-Mail Address: reed.chris@epa.gov

#### Attachments

Attachment Name

-----

Statement of Work

### Work Assignment SOW

Title: Lean & Environment Support

Contractor: IEc, Inc.

Contract No.: EP-W-10-002

Work Assignment Number: 0-4

**Estimated Period of Performance:** 

Date of issuance to 11/18/10

Key EPA Personnel:

Work Assignment COR (WA COR):

Christopher Reed OPEI (1807T) 202/566-0606 202/566-2200 (fax)

Contract Level COR:

Cathy Turner

CMG/OPEI (1805T) 202/566-0940 202/566-3001 (fax)

## Background and Purpose:

The purpose of this work assignment is to provide further implementation and support of tools developed under work assignments 2-46, 3-99 & 4-28 under contract EP-W-04-023. The contractor shall not duplicate work performed under these work assignments.

Under the previous work assignments, the contractor developed multiple innovative toolkits to assist industry members in streamlining their operations and improving performance in terms of energy and environmental savings. Under this work assignment, the contractor shall build upon lessons learned and assist with development of new tools in order to maintain our current forerunner status in research and development in this arena.

EPA's Lean & Environment Initiative began in 2003 and is currently the preeminent source of information for companies looking to integrate environmental considerations into their preexisting lean programs. Over the past seven years, we distributed over 5,000 publications across the country and had materials republished or quoted on five continents.

### Quality Assurance (QA) Requirements

Check [ ] Yes or [ x ] NO, if the following statement is true or false. The Contractor shall submit a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality

#### Statement of Work

Contract: EP-W-10-002, Wor. Assignment: 0-4

Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models with their technical proposal.

Work Assignment CORs will provide additional information here, if Yes is checked above

No environmental data will be collected for this work assignment. All data will be related to lean manufacturing, how it applies to facilities and what we can do to integrate environmental ideas into what they are already doing. No modeling will be done.

#### Tasks and Deliverables:

The WA COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

#### Task 1 - Prepare Workplan

The contractor shall prepare a workplan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer. The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, a detailed cost estimate by task and a staffing plan. The WA COR, Contract Level COR and the CO will review the workplan. However, only the CO can approve/disapprove the workplan. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

- 1a. Workplan within 15 calendar days of receipt of work assignment.
- 1b. Revised workplan within 3 calendar days of receipt of comments from the Contracting Officer, if required.

# Task 2 - Support Lean & Environment Research [Element 1: Planning and Management Support, page 4-8 of SOW]

The contractor shall support efforts of the Lean & Environment Initiative through continued research, outreach and communications. Tasks shall include the following:

- Development of case studies focused on documenting best practices and integration of lean
  manufacturing and environmental considerations. Case studies shall be developed as a result of sitevisits to partner facilities, participation in lean manufacturing events, as well as phone interviews and
  other information-gathering activities. Approximately eight technical directives should be expected upon
  identification by WAM of participating organizations.
- Support EPA's outreach efforts through networking with lean manufacturing experts and associations, and supporting the website.

- Solicit and disseminate feedback on past publications and outreach efforts through surveys (under our current ICR) and data-gathering. Findings will influence revisions and drafting updated publications for print.
- Support for EPA's partnerships with lean practitioners, lean experts, consultants, publishers, industry associations and technical assistance organizations, and maintenance of this network. This may include the facilitation of a meeting of some or all of the partnerships working with EPA under this effort, at the written request of the WAM (by electronic mail).

#### Deliverables and schedule under Task 2

2a. Implementation and support within 14 calendar days of receipt of the WAM's written request (by electronic mail)

# Task 3 - Lean & Environment Pilot Implementation and Support [Element 2: Testing Innovations, page 9 of SOW]

The contractor shall support ongoing efforts of regional staff in the realm of lean & environment pilot project implementation. The contractor shall assist with implementation of a pilot involving the food manufacturing sector. The contractor shall conduct assessments of the companies identified by personnel in the region (via the WAM) as well as assist with logistics for an all day work shop and stakeholder sessions. The contractor shall also analyze experiences and lessons learned from the pilots. Analysis will include value stream maps as well as prioritization of cost saving opportunities. By incorporating Energy usage/reuse opportunities along with Environmental impacts in the Lean process, Lean implementers can significantly reduce costs, reduce environmental impacts and enhance competitiveness, while also achieving environmental performance goals including reduced vulnerability to energy and fuel price increases; improved environmental quality; reduced greenhouse gas emissions; and lower regulatory non-compliance risk. This has been proven to be a successful approach in New England as well as in Washington state and this pilot will incorporate lessons learned from the previous projects.

#### Deliverables and schedule under Task 3

- 3a. Conduct an assessment and meet with companies identified by the state to further plan the project 3b. Facilitate a full day work shop for up to 20 incumbent workers at the identified facility (company will provide the venue)
- 3c. Create current and future state value stream maps, prioritized list of high impact Lean & Environment improvement opportunities and Implement kaizen event to address those opportunities 3d. Create summary and final report within 14 days upon completion of pilot

# Task 4 – Development of Outreach Materials [Element 1: Planning and Management Support, page 4-8 of SOW]

The contractor shall assist in the development of new outreach materials utilizing their graphic design expertise. Past design templates and graphics will be used in the new outreach materials. Current projects in need of graphics assistance are revisions to the Lean & Energy Toolkit and design of banners to be used at outreach events.

#### Deliverables and schedule under Task 3

4a. Incorporation of new text into the Lean & Energy Toolkit within 14 days of receipt from WAM

#### Statement of Work

Contract: EP-W-10-002, Work Assignment: 0-4

4b. General support in developing backdrops and banners for exhibit space with minimum 7 day advance notice from WAM

Summary of Deliverables and Dates:

- 1a. Workplan within 15 calendar days of receipt of work assignment.
- 1b. Revised workplan within 3 calendar days of receipt of comments from the, if required.
- 2a. Implementation and support within 14 calendar days of receipt of the WAM's written request (by electronic mail)
- 3a. Conduct an assessment and meet with companies identified by the state to further plan the project
- 3b. Facilitate a full day work shop for up to 20 incumbent workers at the identified facility (company will provide the venue)
- 3c. Create current and future state value stream maps, prioritized list of high impact Lean & Environment improvement opportunities and Implement kaizen event to address those opportunities 3d. Create summary and final report within 14 days upon completion of pilot
- 4a. Incorporation of new text into the Lean & Energy Toolkit within 14 days of receipt from WAM 4b. General support in developing backdrops and banners for exhibit space with minimum 7 day advance notice from WAM.

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CHRISTOPHER REED	)			Phone	Number 20	2-566	-0606	
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CATHERINE J. TURNI	ER			Рһоле І	Phone Number 202-566-0951			
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## Lean & Environment Su[ ort

Contract: EP-W-10-002, Work Assignment: 0-4, Amendment: 0001

## **Summary Information**

Title: Lean & Environment Support

Period of Performance: From: 03/11/10 11/18/10 To: Award Date: 03/11/10

Total Funding:

#### **WA Totals**

The following item(s) have been added:

Category	POP	Amount
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### WA Classification

The following changes have occurred:

The Labor Hour Ceiling has changed from 714 to 434.

Page: 2

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## Lean & Environment Surport

Contract: EP-W-10-002, Work Assignment: 0-4, Amendment: 0002

## **Summary Information**

Title: Lean & Environment Support

Period of Performance: From: 03/11/10 To: 11/18/10 Award Date: 03/11/10

Total Funding:

#### **Attachments**

The following item(s) have been added:

#### WA Classification

The following changes have occurred:

The Labor Hour Ceiling has changed from 434 to 499.

#### Additional Work Under Ta 12

Contract: EP-W-10-002, Work Assignment: 0-4, Amendment: 0002

#### Additional Work Under Task 2

The purpose of this amendment is to add LOE of 65 hours to the above task under work assignment 0-4. The creation of tools to assist our partners has become a much larger task than was first envisioned. As Lean and the Environment is a growing field with increasing visibility and volume of resources, more emphasis is needed on the research that is put into documents and outreach material. This will help create a comprehensive product for our constituents.

Attachment 2 - Page: 1

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CATHERINE J. TURN	ER			_	Imber 202-566-	N951		
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Contracting Official Name				Branch/M	ail Code3803R			
BRADIEY RAUSTIN			10110	Phone Nu	mber 202-564-	5574		
			12/10	Fax Numb	per 202-565-2	560		
(Signature) Contractor Acknowledgement of	Receipt and Approval of W	lorkplan (Signature and Ti	tle)	1 50 1141 11	Date			

## Lean & Environment Support

Contract: EP-W-10-002, Work Assignment: 0-4, Amendment: 0003

## **Summary Information**

Title: Lean & Environment Support

Period of Performance: From: 03/11/10

To: 11/18/10 Award Date: 03/11/10

Total Funding:

## **Procurement Management Roles**

#### The following item(s) have been modified:

CONTRACT SPECIALIST:

U.S. E.P.A.

Attn: HILLARY A. MARSHALL 1200 PENNSYLVANIA AVE, NW WASHINGTON, DC 20460

Date Role Ended: 06/02/10

Mail Code: 3803R

Phone Number: 202-564-3099

Fax Number:

E-Mail Address: marshall.hillary@epa.gov

#### The following item(s) have been added:

CONTRACT SPECIALIST:

U.S. E.P.A.

Attn: NNENNA C. NJOKU 1200 PENNSYLVANIA AVE, NW WASHINGTON, DC 20460

Mail Code:

Phone Number: 202-564-6237

Fax Number:

E-Mail Address: njoku.nnenna@epa.gov

#### **WA Totals**

#### The following item(s) have been modified:

Category	POP	From	Ву	To
Estimated Cost Fixed Fee	Base Pd. Base Pd.	(b)(4)		

Page: 2

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Contractor Specify Section a INDUSTRIAL ECONOMICS INC.				and Paragraph of Contract S	ow		
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CHRISTOPHER REE	D			Phone Number 202-56	36-0606		
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Project Officer Name				Branch/Mai! Code 1805	Τ		
CATHERINE J. TURN	IER			Phone Number 202-56	86-0951		
(Signature)			(Date)	Fax Number 202-566	-3001		
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## Lean & Environment Su 3rt

Contract: EP-W-10-002, Work Assignment: 0-4, Amendment: 0004

## **Summary Information**

Title: Lean & Environment Support

Period of Performance: From: 03/11/10 To: 11/18/10

Award Date: 03/11/10

Total Funding:

## **WA Classification**

The following changes have occurred:

The Labor Hour Ceiling has changed from 499 to 832.

Page: 2

		vironmenta! Protection A nington, DC 20450	Agency	Work As nent Numb	er		
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Comments: The purpose of this am	endment is to appro	ve the contracto	r's Woʻk I	Plan dated June 28	2010		
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5							
		orized Work As	signmen				
Contract Period: Previously Approved	Cost/Fee \$78,96	1.75		LOE 832			
This Action	\$39,55			0			
Total	\$118,5						
10ld.		k Plan / Cost Es	stimate A		<del></del>		
Contractor WP Dated :		\$118,520.23		LOE:832			
Cumulative Approved:		\$118,520.23		LOE:832			
Work Assignment Manager Nam	е			Branch/Mail Code 1807	T		
CHRISTOPHER REEL	)			Phone Number 202-56	36-0606		
(Signature)			(Date)	Fax Number			
Project Officer Name			· · · · · ·	Branch/Mail Code 1805	Branch/Mail Code 1805T		
CATHERINE J. TURN	ER			Phone Number 202-50	Phone Numper 202-566-0951		
(Signature)	<u> </u>		(Date)	Fax Number 202-566	3-3001		
Other Agency Official Name	·		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Branch/Mail Code			
				Phone Number			
(Signature)	, <u> </u>		(Date)	Fax Number			
Contracting Official Name	· · · · ·	-	( 0.02)	Branch/Mail Code 3803	JR		
BRABLEY R-AUSTIN		- /	/	Phone Number 202-56	64-5574		
(Signature),			(Date)	Fax Number 202-565	-2560		
<del></del>	Peceint and Angroval of Marks	olan /Signature and Title	(Baile)				

## Lean & Environment Sup ort

Contract: EP-W-10-002, Work -ssignment: 0-4, Amendment: 0005

## **Summary Information**

Title: Lean & Environment Support

Period of Performance: From: 03/11/10 To: 11/18/10

Award Date: Total Funding: 03/11/10

## WA Totals

## The following item(s) have been modified:

Category	POP		From	Ву	To
	Base Pd. Base Pd.	(b)(4)			